



Peace Corps – NEPAL

Personal Services Contract Statement of Work

Position Title: Food Security Program Manager

Work Hours: Full time, 40 hours per week. During peak site development and training season, Program Manager will need to work additional hours to meet their responsibilities.

Position Summary:

Under the direct supervision of the Director of Programming and Training, and the Senior Program Manager (SPM), the Food Security Program Manager (PM) is responsible for managing the Food Security project, project plan preparation and implementation, Volunteer site development, monitoring and evaluation, Volunteer technical training; ongoing Volunteer support, and developing technical resource networks. The Program Manager provides technical and cultural guidance to help Volunteers become self-sufficient in their work assignments. She/he serves as the primary contact for technical food security matters and Volunteer support, and coordinates his/her work with the Senior Program Manager. The PM represents the Peace Corps to local host-country agencies as delegated by the /DPT/SPM.

The PM will be required to travel as needed to support training events, conduct site identification, provide direct support to PCVs, or to address other PC needs, and may need to travel internationally to participate in trainings for Peace Corps staff.

PMs must use a range of support and communication skills including active listening, interactive coaching, and timely and consistent follow through on requests for support and/or assistance and/or program adaptations. The PM should foster and develop personal and professional growth, celebrate accomplishments, promote best practices and consistently champion the efforts of all Trainees, Volunteers and staff.

MAJOR DUTIES AND RESPONSIBILITIES

Support for Country Program

- Assures that the project under his/her responsibility is in compliance with procedures and guidelines. Participates fully in the development of the IPBS plan for the Country Program.
- On a continuing basis, develops and updates the Project to serve the current needs of Nepal based on analyses of problems and changing situations, and formulation of appropriate goals and objectives. The results of these analyses should be reflected in Trainee Input Projections, Project Plans, Project Status Reviews, Volunteer Assignment Descriptions, the Site Information Data Bank, and other relevant documentation.
- Ensures integration of Global Peace Corps cross-cutting priorities (WID/GAD and Youth as Resources) in all aspects of the Project.
- Collaborates with Program and Training staff to promote informative and successful communication with relevant PC/Nepal staff concerning site identification and development before placement of Volunteers, and thereafter concerning issues related to permanent sites as these may arise.
- As requested by the Country Director or the DPT, prepares background information on the country program and/or the project for use in external communications. Contributes to the preparation of reports on the country program as required by Peace Corps/Washington or for other publicity, informational, and promotional purposes.
- Assists in the discharge of fiscal responsibilities, budget preparations and submissions, and maintenance of budgetary controls as requested by the Director of Management and Operations (DMO). Collaborates with the DPT and SPM to make plans based on the understanding that Peace Corps budget allocations for his/her area of responsibility result from established program plans, and to make requests to the CD and the DMO for changes in budget allocations through provision of justification based on monitoring, evaluation, and analysis.
- Acts as Peace Corps' technical consultant in the negotiation of program agreements.



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- Performs other duties and completes special projects as assigned by the CD and/or DPT and in collaboration with other PC/Nepal staff as necessary.

Project Management

- Develops sites to assure that every PCV has the opportunity to work full time and to produce work outputs that have value to the host-country agency (HCA) where the Volunteer is assigned.
- Develops and updates the project plan with input from PCVs, national, regional and local partners, to ensure response to community development needs and conform to the technical assistance possibilities of PCV service.
- Convenes the Project Advisory Committee that provides strategic guidance to the development and implementation of the project.
- Identifies and evaluates placement sites for Volunteers, and recommends Host Country Agencies and appropriate homestay families that meet the criteria for Volunteer placement, and ensures that receiving HCA and community understand the PC program and are adequately informed and oriented to host a PCV.
- Recommends the best possible Volunteer assignment and site match based on HCA's needs and resources, and Volunteer's experience and competencies.
- Analyzes PCV and HCA feedback (i.e., periodic reports, meetings with supervisors and counterparts, network meetings), and provides appropriate recommendations for project technical support and direction.
- Completes annual reporting related to Project Status Reports (PSRs), PC/Nepal Annual Reports, and Annual Presentations.
- Provides timely and substantive feedback to PCV reports.

Volunteer Support

- Carries out continuous PCV job performance assessments, and provides technical advice and personal counseling as appropriate.
- Identifies, creates, and informs Volunteers about skill-building and networking opportunities.
- Facilitates Volunteers' access to relevant materials and resources for their work.
- Assesses behavior and overall performance of each Volunteer and discusses work/site related needs and problems. When appropriate, takes steps to assist in the resolution of Volunteer professional and/or personal problems using a Volunteer Resiliency promoting approach and in close collaboration with Director of Programming and Training, PCMO, CD, or other applicable staff. She/he also collaborates with applicable staff when disciplinary action is required.
- Travels regularly and extensively within the country to visit Volunteers (at least twice during each PCV's service), observe their work, and establish and maintain working relationships with regional and local networks.
- Provides PCTs/PCVs with guidance either as a group or on an individual basis, through positive leadership, direct technical assistance, report feedback, and consultation.
- Collaborates with the Training Manager to develop on-going, self-directed training support for PCV use at their permanent sites.
- Recommends Trainees for Swearing-in as Peace Corps Volunteers, or as necessary, provides documentation to support a recommendation that a Trainee NOT be sworn-in.
- Serves as a food security focal person and provides technical backstopping support to PCVs

Training

- Takes lead on designing and implementing technical training during PST, IST and MST
- Designs and delivers technical training for Project Trainees and Volunteers in PSTs, ISTs, MSTs.
- Through continuous monitoring and evaluation of trainings and Volunteer performance, ensures that Trainees and Volunteers have the necessary knowledge, skills, and attitudes to complete their assignments successfully.



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- Identifies appropriate human and material resources for the technical training components of pre-service and in-service training programs.
- Solicits and analyzes Volunteer and Trainee formal and informal feedback to improve and augment training content and materials.
- Works closely with the Training Manager and other PC Staff to ensure that the technical training component is complementary with other training components.

Safety and Security Responsibilities:

Per MS 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.

- Ensures safety and security competencies are incorporated and actively integrated in PST and IST programs. Evaluates and documents effectiveness of training, including PCV/T progress on safety and security competencies. Working with CD, DPT, relevant PMs, RMs, and SSC, develops, assesses and redesigns competencies and training sessions as required.
- Collaborates closely with the Safety and Security Coordinator during site identification trips to ensure minimum housing standards requirements are met for PCV housing, and assists in gathering any background information necessary in the process of determining the safety of PCV sites.
- Collaborates with the PC Medical Office on personal health and safety issues for Trainees and PCVs during host family selection, host family stays and during PCV service.
- Is knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles. Supports the safety and security systems that are in place for pre-service training, including reinforcing to PCTs their roles and responsibilities related to their personal safety and security.
- Acts as "Duty Officer" (DO) as assigned: A DO is "on call" 24/7 for a one-week period, is restricted from travel during that period, and must be available through the DO cell phone at all times. The DO works closely with the Safety and Security Officer.
- Participates in discussions to determine appropriateness of each prospective PCV site, and contributes to decisions regarding removal of a Trainee/Volunteer from a site.
- During site visits, discusses any safety and security issues with PCVs and their supervisors, follows through on suggestions for improvement, documents concerns on site visit form, and reports them to DPT, SSC, and CD.

Occasional Money Holder

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC Trainees or Volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

POSITION ELEMENTS:

Supervision Received: The **Program Manager** reports to the DPT.

Available Guidelines: Peace Corps Manual, Training Handbook, PST Handbook, PCV Manual, guidance from HQ and/or other Peace Corps EMA Posts, supervisor's instructions.

Exercise of Judgment: Exercises judgment within the confines of job responsibilities.

Authority to Make Commitments: None. All authorizations rest with the DPT, DMO, and CD



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Nature, Level, and Purpose of Contacts: The incumbent will interact with Peace Corps staff, Volunteers, vendors, US Embassy personnel, Nepali ministries and contractors.

Time Required to Perform Full Range of Duties: The time required for a qualified individual, without experience in Peace Corps, to perform fully and adequately the duties of this position is one year.

REQUIRED QUALIFICATIONS:

Education: University Bachelor's degree in Agriculture or related field, plus a minimum of FIVE years of related work experience. Master's Degree in Agriculture and or related field preferred.

Prior Work Experience: Minimum of 5 years of related work experience, preferably with American or international organizations, and preferably organizations that achieve their mission through volunteerism. Related work experience to include: managing volunteers or staff, managing health or agriculture projects, grassroots community development, designing training programs and/or workshops, training session design and delivery, monitoring and evaluation. Minimum of 3 years' experience in supervising or coordinating staff or volunteers.

Language Proficiency: Fluency in both English and Nepali (written and spoken) is required, as is an ability to quickly and accurately translate from Nepali to English, and vice versa. Ability to speak other languages spoken in Nepal is desirable.

Knowledge, Skills, and Attitudes:

- Knowledge of grassroots development practices in Nepal, related to nutrition and agriculture issues and interventions.
- Skill as a trainer, facilitator, and mentor in a cross-cultural setting
- Skill and ability to deal with personnel management issues: recruitment, training, evaluation, and development and leadership of a team or group.
- Proficiency in use of the internet and with Microsoft programs: Outlook (email), Excel, PowerPoint, Word, etc.
- Ability to work independently and proactively.
- Ability to work successfully within a multi-cultural office.
- Ability to maintain confidentiality and a strong sense of integrity.
- Strong communication and interpersonal skills, conflict management skills, diplomacy and tact with staff, Volunteers, Trainees, community members and members of government.

DESIRED QUALIFICATIONS: A strong knowledge of Peace Corps, its mission, and its approach to development. Highly organized, analytical, and professional, with an ability to successfully network on behalf of the Program.

TDY Availability

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.